



City Of Raleigh
North Carolina

COMMUNITY DEVELOPMENT DEPARTMENT

GUIDELINES & APPLICATION

COMMUNITY ENHANCEMENT

PROGRAM

FISCAL YEAR 2012-13

**APPLICATION GUIDELINES
COMMUNITY ENHANCEMENT PROGRAM
CITY OF RALEIGH
COMMUNITY DEVELOPMENT DEPARTMENT**

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Application follows these instruction pages.

INTRODUCTION

The City of Raleigh announces the availability of funds for the next fiscal year. These funds are available to non-profit and faith based organizations who may apply for funding through a competitive application process. Funds from the City's Community Development Block Grant (CDBG) program totaling approximately \$200,000 will be available. Awards may be less than announced or program may be suspended depending on CDBG funding level to Raleigh determined by Congress. **A funding award cap of \$35,000 per project and agency is placed for this grant cycle.**

The Community Enhancement Program is competitive. The Community Enhancement Program is designed to support small community-based neighborhood improvements, innovative services, and community planning activities that will serve low- and moderate-income individuals and neighborhoods. **These funds are not for ongoing agency support or administrative support beyond the requirements of the individual project.** These funds will support the implementation of target area plans, respond to other identified needs, or demonstrate innovative project models.

THESE PROJECTS ARE NOT DESIGNED TO MEET HOUSING NEEDS. The City has other programs and funds to address housing. Housing proposals should be submitted in response to the City/County Housing Production request for proposals (RFP available upon request).

The primary objective of the CDBG program is to develop viable communities by providing decent housing, suitable living environments and economic development opportunities, principally to low- and moderate-income residents. Goals and objectives for the City's CDBG and HOME programs can be viewed in Raleigh's Five-Year Consolidated Plan for CDBG and HOME. The City's Five-Year Consolidated Plan can be viewed at www.raleighnc.gov > Select Department > Community Development > 2010 – 2015 Consolidated Plan.

Additional information on project and application requirements is contained here, in the Application Guidelines, including an Application for Funding. Be sure to follow these guidelines when completing the application for funding. Applications that are incomplete will not be considered for funding.

Factors considered in recommending funding include:

- Clear and feasible goals and objectives
- Community impact and community acceptance of proposed activity
- Other funding committed to the proposed activity
- Measurable outcomes of proposed activity
- Specific plans for measuring the benefits to be gained from proposed activity
- Budget/cost effectiveness
- Coordination/collaboration with ongoing neighborhood revitalization efforts or other local activities that promote economic self-sufficiency and/or community improvement.
- Meeting the targeting guidelines for the program grant cycle.

THRESHOLD REQUIREMENTS

The following criteria are minimum thresholds for consideration of an application. No points will be awarded in this section, but meeting these basic criteria is necessary for the application to be considered for further evaluation. If the City determines that the application does not meet one or more of the criteria listed below, it will not be evaluated.

Applicant Requirements and Priorities

- a) Proposed projects must meet at least one of the CDBG national objectives and priority will be given to projects serving low-income areas or people in Raleigh.
- b) Funding under this program is available only to non-profit organizations that have received an IRS Section 501(c)(3) tax-exempt designation from the Internal Revenue Service or to faith-based organizations as outlined in HUD's "Equal Participation of Faith-Based Organizations; Final Rule," dated July 9, 2004.
- c) If an applicant is delinquent on the repayment of a City loan, is currently in default on a City mortgage, or is delinquent in any required reporting or monitoring activities, the proposal will not be evaluated unless the delinquent items are corrected.
- d) Priority will be given to organizations not previously funded by this program. Applicants who have received funds in the past: 1) must be in good standing with the City's Community Development Department and their projects must be progressing in accordance with the schedule developed for the project.; 2) may not receive another award under this initiative unless previous awards are at least 75% complete by application deadline or have received a waiver from the department.
- e) **An organization whose projects were funded by this grant for two consecutive years is not eligible for any funding in the third year.**
- f) The applicant must have an adequate financial management system in place to maintain effective control and accountability over all funds, property and other assets covered by this proposal.
- g) The applicant must have an adequate financial management system in place to produce sufficient backup documentation for costs of the project.
- h) The applicant must have the ability to maintain sufficient books, records, documents, and files for review and audit.
- i) The applicant must have adequate internal management procedures and separation of duties to prevent fraud and abuse.
- j) The applicant must not have outstanding audit deficiencies, or disallowed costs from previous projects or activities.
- k) Organization must have a Board of Directors that meets on a regular basis (monthly preferred).
- l) City portion of project budget may not exceed 40%.

AWARD PRIORITIES

Special targeting guidelines will make up a major part of this cycle's competitive ranking. See targeting portion of Self Evaluation ranking for more information.

MAILING AND CONTACT ADDRESS

Deliver by hand or mail a printed original with required signatures, one **Word** or **RTF formatted** electronic copy of the application, and one hard copy set of supporting documentation e.g. fiscal reports, to:

City of Raleigh
Community Development Department
310 West Martin Street
P.O. Box 590
Raleigh NC 27602
919-996-4330

Contact: Joe Rappl
Voice 996-6961
joseph.rappl@raleighnc.gov

Note: PDF formatted copies of the complete application will not be accepted as the electronic copy of the application.

APPLICATION DEADLINE AND SCHEDULE

DEADLINE FOR RECEIPT BY THE CITY OF RALEIGH IS: February 17, 2012

A Review Team will evaluate requests from eligible organizations and present allocation recommendations to the Raleigh City Council. The schedule (subject to revision) is as follows:

On or about November 15, 2011 - Application and guidelines for 2012-13 available upon request

Application Workshops:

Workshops are designed to help organizations understand the federal requirements attached to awards, the targeting and special conditions of the year's grant cycle, and how the review process will be conducted. The second workshop is specifically designed to help organizations as they finish up their grant requests.

**Wednesday December 14, 2011 (2:00 – 3:00 p.m. – individual questions until 3:30 p.m.)
Classroom #2 Walnut Creek Wetlands Center, 950 Peterson Street, Raleigh NC 27610.**

**Wednesday January 25, 2012 (2:00 – 3:30 p.m. – application progress and questions. Classroom #2
Walnut Creek Wetlands Center, 950 Peterson Street, Raleigh NC 27610.**

Friday February 17, 2012 - Applications from organizations due by 4 p.m.

March and April - Technical review of eligible applications by staff

As needed - Interviews by Review Team with agencies

April or May - Staff presents recommendations to Budget and Economic Development Committee. Agencies will be notified of recommendations prior to this meeting.

May or June - Staff presents recommendations of Budget and Economic Development committee to City Council

As soon as approved by City Council – Contracting process begins for approved projects. Funds will become available on or about August 1, 2012.

APPLICATION FORMAT AND LENGTH

The application contains self-adjusting boxes that you use when filling out questions requiring narratives. The application process will work best if completed on a computer using Microsoft Word 97 or above. Table cells can be added by hitting the tab key when the cursor is located in the last table cell. Contact the Community Development Department if you wish to apply and do not have the ability to process this application on a computer.

With self-adjusting narrative boxes, expandable tables, and an electronic format, organizations may be tempted to “cut and paste” large amounts of text or develop extensive narratives to “tell the whole story”. Please use the SMART and KIS principles when filling out the entire application.

SMART – Specific, Measurable, Attainable, Realistic, Time-Specific
KIS – Keep it Simple

There is no length restriction for your application but vague or lengthy applications that do not follow the above principles will be returned to the organization for revision.

FUNDS EXPENDITURE SCHEDULE

Awarded funds not spent within 18 months of contract start date will be recaptured by the City of Raleigh. If no funds have been expended within twelve months, the entire project will be cancelled and all funds will be recaptured.

SELF-EVALUATION BY APPLICANTS (do not submit with application)

Check each line item to determine number of points for each of the sections. CD staff will perform an evaluation of all applications received, but this page will give your organization some sense of how your application may fare in the competition.

1. Basic Requirements (No Points - threshold)

(Note: Applications received after the deadline or grossly incomplete will not be considered for review)

- Application submitted on time, complete, signed and accurate _____
- Confirmation of 501(c)(3) non-profit status by the IRS or faith-based organization letter _____
- IRS 990 attached _____
- Request for City to fund 40% or less of project _____
- Only project specific salaries and costs proposed for City funding _____
- Project or Program provides a **new or expanded service** _____
- Application is not a continuation of a previously-funded project _____
- Does not duplicate a service that is provided by other governmental or non-profit agencies _____
- Organizational chart attached and complete _____
- Board of Directors list attached _____
- Letters of Support appropriately compiled _____
- Other _____

2. Fiscal Responsibility (17 points)

- Audit attached or on file; no significant adverse audit or review findings (4) _____
- Budget is reasonable and realistic (3) _____
- Diversity of funding sources (3) _____
- Documentation of non-city funds included (3) _____
- Clear financial need is represented (4) _____

3. Project (18 Points)

- Project goals and objectives are clearly defined and measurable, and demonstrate a positive impact on the community (3) _____
- Meets an objective of the City's Five-Year Consolidated Plan (3) _____
- Clear description of project provided (4) _____
- Serves low/moderate-income clientele (4) _____
- Project schedule and costing is realistic (4) _____

4. Administration (22 Points)

- Mission statement is clear and concise (3) _____
- Agency has a track record of at least one year in project area (3) _____
- Minimum of five members on Board of Directors (3) _____
- No conflict of interest by board members or faith-based entity (3) _____
- Use of volunteers and collaboration with other agencies (3) _____
- Stable, trained, experienced, certified management staff (3) _____
- Citizen involvement including CAC in determining needs (4) _____

5. Attended an Application Workshop (4 Points)

Targeting Criteria

6. Area Benefit and project location (9 Points, 3 each)

- Agency located in low income census tract
- Project located in low income census tract
- Agency uses Area Benefit as National Objective – correctly

7. Funding requests as % of Project cost (up to 4 points)

- 31 - 40% of project costs requested (0 points)
- 21 – 30% of project costs requested (2 points)
- 11 – 20% of project costs requested (3 points)
- Up to 10% of project costs requested (4 points)

8. Other sources of City of Raleigh Funding (9 points, 3 each)

- No other City of Raleigh funding received in last fiscal year
- No other City of Raleigh funding received in current fiscal year
- No City of Raleigh funding received in last five fiscal years

9. Number of CD department grants received (3 points)

- Requesting first award form department

10 Targeted Projects (9 points)

- Youth Services (to age 18, 3 each)
- Job Training
- Neighborhood sustainability projects - not one time activities

TOTAL POINTS

Low-Income Census Tracts



Date: January 2006

VII. HUD Reference Materials

The following documents contain requirements for non-profit organizations receiving federal funds. These are available electronically from the Community Development Department website www.raleighnc.gov > Select Departments > Community Development.

- a. **OMB CIRCULAR - A-110**, Revised and Amended, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations."
- b. **OMB CIRCULAR - A-122**, Revised and Amended, "Cost Principles for Non-Profit Organizations."
- c. **OMB CIRCULAR - A-133**, Revised, "Audits of States, Local Governments, and Non-Profit Organizations."
- d. **24 CFR Parts 5 and 570** "Equal Participation of Faith-Based Organizations; Final Rule" July 9, 2004".

The Application follows. Submit only the application and required attachments.



City Of Raleigh
North Carolina

COMMUNITY DEVELOPMENT DEPARTMENT

APPLICATION FOR FUNDING

COMMUNITY ENHANCEMENT PROGRAM GRANT

FISCAL YEAR 2012-13

Community Development Department
310 W. Martin Street
Post Office Box 590
Raleigh NC 27602
919-857-4330

CHECKLIST

Organization must provide a SIGNED ORIGINAL, PLUS ONE ELECTRONIC COPY (not PDF) of the application

The following items in the application are complete:

1.	Project Applicant Information	
2.	Project Goals and Objectives using outcomes	
3.	Meets the City's Five-Year CDBG Consolidated Plan	
4.	Meets a HUD National Objective	
5.	Serves Low-/Moderate-Income Clientele including Protected Groups or Area Benefit	
6.	Project Schedule	
7.	Agency Description Complete	
8.	City budget line items request complete	
10.	Signatures complete	

Also, please provide one copy of each of the following attachments (if required):

Attached

1.	IRS tax determination letter if 501(c)(3) or statement from parent/religious organization if a faith-based group stating religious affiliation with parent group	
2.	Articles of Incorporation and By-Laws, if applicable	
3.	The agency's latest audit report (including audit or management letters)	
4.	Copy of the minutes of Board meetings at which your two most recent audits or other recent financial information were reviewed and approved by the Board of Directors	
5.	Most recent un-audited financial statement	
6.	Most recent IRS tax form 990(ez)	
7.	Name and address of accountant or chief financial officer if you do not use a CPA	
8.	Organizational chart with key personnel and their titles	
9.	Resume for Project Manager (staff person responsible for the project being funded)	
10.	Agency's present Board of Directors, with mailing addresses terms and jobs	
11.	Map showing location of project activities or project site	
12.	Letters of support from all agencies or businesses with whom you intend to collaborate	
13.	Community Involvement (citizen participation) documentation	
14.	Full Project budget	
15.	Full Construction or Acquisition budget (if applicable)	
16.	One-page organizational summary, recent and ongoing projects, as well as any organizational literature such as brochures (if not funded before by City)	
17.	Other information and/or documentation supporting the credibility of the project	

You may be asked to provide additional information as follows, but not limited to: zoning verification, disclosure of potential conflict of interest, personnel policy, job descriptions, ADA policy, purchasing policy and fund balance.

To the best of my knowledge and belief, all data and narratives in this application are true and current. The governing board of the applicant has authorized the application.

Executive Director (Please print or type)

Executive Director Signature

Date

Board Chairman (Please print or type)

Board Chairman Signature

Date

BASIC INFORMATION

APPLICANT ORGANIZATION:

Legal Name of Organization	
Street Address (include city and Zip Code)	
Mailing Address (if different from above)	
Phone Number	
Federal Tax ID (must have)	
DUNS Number (must have)	
Email and/or Website	

Application Technical Assistance: (individual)	
Agency or Business Name	
Phone Number	

PROJECT CONTACT PERSON:

Name	
Title	
Phone Number	
Email Address	

PROJECT CONTACT MAILING ADDRESS *(If different from above):*

Mailing Address (include city and Zip Code)	
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PROGRAM OR PROJECT

Name of Project or Program to be funded	
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FUNDING REQUESTED:

Total Amount of City Funds Requested - not to exceed \$35,000	\$
Estimated Project Budget	\$
Percent of Budget to be funded by City of Raleigh	%

No project will be funded with City funds in excess of 40%.

INDICATE IF YOUR ORGANIZATION IS:

Minority-owned or – controlled (at least 51%) business Enterprise (MBE)	
Women-owned or –controlled (at least 51%) business enterprise (WBE)	
Community Housing Development Organization (CHDO)	

THE CITY OF RALEIGH RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS.

PROJECT DETAILS

A. CLIENTELE:

Briefly describe the make-up of your projects clientele, i.e., their needs, number of clients, race, family status, age, special needs, and income levels:

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B. DESCRIPTION, PERFORMANCE MEASUREMENT, AND DELIVERY COSTS:

Fill in tables 1 and 2 using the examples as guides.

Table 1: Description and Performance Measurement

Project Name	What - Description	How	How will you measure Success?	Cost to Deliver Project
Identify by name the project for which you are seeking CDBG investment. Place only one project in a box.	Provide a brief description of the project. Are you providing training? One-to-one counseling? Direct services?	Describe in what fashion your project will be carried out. What kinds of services or activities are provided? Transportation, classes, counseling, support groups, etc? How many clients served? What is covered in the sessions? What is the curriculum? etc.	These are the outcomes that will help you determine how successful the project is. Identify what you are trying to achieve with your project and tell us how you will measure it. You must have at least one measure per activity.	Indicate how much it will cost to deliver the proposed project. How much of this is CDBG and how much is from other sources? Please see Table # 2 to arrive at the cost to deliver the project.
<i>Example:</i> <i>Credit Counseling Class</i>	<i>Credit Counseling class to assist residents in transition to permanent housing and become more financially stable by teaching budgeting, saving, banking and debt management.</i>	<i>Each month, 10 individuals will participate in 8 hours (2 hrs/week) of credit counseling. Participants will review their credit report, create a family budget and identify financial goals.</i>	<i>75% of participants will improve their scores on test that is given before the class and after the class. 25% of participants will achieve at least one of their financial goals in 6 months and 5% of the participants will become homeowners within 12 months of course completion as reported in follow-up and tracking sessions.</i>	<i>Course will cost \$9,000. Participants pay \$10 per course for total revenue of \$1200. Net project cost will be \$7800. CDBG cost to deliver project will be \$3600 (40%).</i>
Your Project Name	What - Description	How	How will you measure Success?	Cost to Deliver Project

Table 2: Delivery Cost

For each project listed in Table 1, show how costs are determined. What does it cost to run a project and how did you arrive at that cost? Costs must relate to overall costs to run the project.

Example**Project: Credit Counseling Class**

Cost Elements	Cost (\$)	Quantity/Unit of measure	Subtotal (\$)
Credit Counseling Teacher – in class	\$25.00	96 hours (8hrs/mth x 12 months)	\$2,400.00
Credit Counseling Teacher – class prep	\$25.00	48 hours (4hrs/mth x 12 months)	\$1,200.00
Credit Counselor—one-on-	\$20.00	120 hours (10 hrs/mth x12)	\$2,400.00

one		mths)	
Materials	\$25.00	120 course packets/credit reports	\$3,000.00
		Total	\$9,000.00

Complete the cost table below for your project.

Project 1

Name:

Cost Elements	Cost (\$)	Quantity/Unit of measure	Subtotal (\$)
		Total	

E. COMMUNITY INVOLVEMENT:

Describe how your agency has involved the community/neighborhood in the development of your project. How have you presented the proposed project to community organizations and area residents? Have you presented this project to any Raleigh neighborhood Citizen Advisory Councils? Did they give feedback? What was their feedback? Provide documentation as an attachment. **All community organization documentation must be submitted by the last day of March or it will not be considered.**

F. PROJECT NEED, NEW OR EXPANDED PROJECT:

1. Problem

What specific community development problem will your project address? Describe how addressing the problem relates to the City's Five-Year Consolidated Plan Priorities.

2. Target Population

Complete the following tables to the best of your ability. Show numbers of clients, not percentages, in each category. Current income limits are listed in the first table below for LMI households.

	Family Size							
Required use date 5/31/11	1	2	3	4	5	6	7	8
Percent of Area Median Income								
10%	\$5,520	\$6,310	\$7,100	\$7,880	\$8,520	\$9,150	\$9,780	\$10,410
20%	\$11,040	\$12,620	\$14,200	\$15,760	\$17,040	\$18,300	\$19,560	\$20,820
Extremely Low - 30%	\$16,600	\$18,950	\$21,300	\$23,650	\$25,550	\$27,450	\$29,350	\$31,250
40%	\$22,080	\$25,240	\$28,400	\$31,520	\$34,080	\$36,600	\$39,120	\$41,640
Low - 50%	\$27,600	\$31,550	\$35,500	\$39,400	\$42,600	\$45,750	\$48,900	\$52,050
60%	\$33,120	\$37,860	\$42,600	\$47,280	\$51,120	\$54,900	\$58,680	\$62,460
65%	\$35,880	\$41,015	\$46,150	\$51,220	\$55,380	\$59,475	\$63,570	\$67,665
70%	\$38,640	\$44,170	\$49,700	\$55,160	\$59,640	\$64,050	\$68,460	\$72,870
Moderate - 80%	\$44,150	\$50,450	\$56,750	\$63,050	\$68,100	\$73,150	\$78,200	\$83,250
90%	\$49,680	\$56,790	\$63,900	\$70,920	\$76,680	\$82,350	\$88,020	\$93,690
100%	\$55,200	\$63,100	\$71,000	\$78,800	\$85,200	\$91,500	\$97,800	\$104,100

Number of Persons or Households Served, by Income Group

Check whether counting: Persons _____ or Households _____

Year	<30% of median	31 – 51% of median	51-80% of median	Total
Last year				
Current year				
Next year (projected)				

4. City of Raleigh funding will be granted for the initial funding or expansion of a project. Explain how you will budget for or support this project in the next three years.

G. PROJECT ELIGIBILITY

Community Development Block Grant:

To be eligible for Community Development Block Grant (CDBG) federal funds, project activities must meet one of the HUD national objectives. Check **one** statement only.

1. LMI Limited Clientele: At least 51% of persons served will be from low- and moderate-income households or be members of at least one of the “protected groups”. Explain below how you will determine household income.
2. LMI Area Benefit: The project will benefit all residents in an area where at least 51% of households have low or moderate income. Describe the area below and attach a map showing its boundaries. Project must be available for use by all people in the low income area.
3. LMI Jobs: At least 51% of jobs created or retained will be filled by persons from low- or moderate-income households. Explain below how you will determine household income.

Explanation of choice 1 – 3 above and how you will collect required data:

H. ORGANIZATION DESCRIPTION

Mission Statement of organization:

--

Longevity

1.	Number of years in business	
2.	Number of years operated as a 501(c)(3) or faith-based organization	
3.	Number of years conducting the project for which funding is requested	

4. (a) If this is a new activity or project, please explain how it fits into your organization's mission and why it is needed in Raleigh:

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4. (b) If this is an **expansion** of an existing project, please explain the need for and how you will accomplish the expansion:

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BUDGET INFORMATION

A. AGENCY FUNDING SOURCES: List funding amounts received or applied for from other sources available to your agency in this grant cycle July 1, 2012 – June 30, 2013.

Agency	Approved Y/N	Amount	Supporting letter(s) attached
City of Raleigh, CD CDBG		\$ (this request)	
Wake County			
United Way			
Other Grants			Board letter
Fundraising Activities			Board letter
Other Revenue source 1			Board letter
Other Revenue source 2			Board letter
Total Agency Revenues			

City of Raleigh Awarded Funding from all City sources	Year of Award	Amount of Award
	Last fiscal year	
	Current fiscal year	
	Last 5 years	
	Requested in CD award cycle year	

B. ELIGIBLE PROJECT EXPENDITURES*: (You cannot use this grant money for: Non-project personnel costs, Professional fees, Grant writing fees, Telephone and Postage, Dues and Subscriptions, General agency office supplies, Travel and Registration fees, Office rent and Utilities, Insurance and Bonds)

Expenditure	City of Raleigh CDBG funds requested (\$)
1. Direct Project Support Salary or Wages and Contracted Services (cannot be more than 50% of total grant request)	
2. Fundraising & Recognition	
3. Project supplies & printing	

4. Project maintenance & repair	
5. Capital Outlay**	
6. Construction or Acquisition	
7. Miscellaneous Expenses 1 (check with City of Raleigh)	
8. Miscellaneous Expenses 2 (check with City of Raleigh)	
9. Miscellaneous Expenses 3 (check with City of Raleigh)	
Total City of Raleigh CDBG funds requested (Cannot exceed \$35,000 or 40% of total project cost)	

*** Submit a complete Project Budget as an attachment to this application.**

**** If City funds are to be used for equipment purchase, please explain your bidding process or procurement procedures on a separate page, including plans to include minority businesses, and experience with Davis-Bacon Act and Section 3.**

C. CONSTRUCTION OR ACQUISITION: (Non-residential facilities only. Construction or land acquisition projects for public facilities should be submitted separately from project operations.)

Expenditure	City of Raleigh CDBG funds requested (\$)
Acquisition of land	
Engineering/Architectural Fees	
Impact Fees	
Permits & Inspection Fees	
Appliances/Special Materials	
Landscaping	
Construction/Rehabilitation***	
Infrastructure (describe below)	
Miscellaneous Expense 1	
Miscellaneous Expense 2	
Total Construction or Acquisition Costs	

***** Non-residential only.**

ENTER THE "TOTAL CONSTRUCTION OR ACQUISITION COSTS" ON LINE 6 OF THE TABLE IN "B" ABOVE.

Submit full construction or acquisition budget as an attachment to this application

Submit last audit report (with any management letter) as attachments to this application